



Foreign Affairs Manual

VOLUME 4 –Financial Management

Change Transmittal: FIN-368

Date: December 16, 2004

4 FAM 830

EMERGENCY EVACUATION

FISCAL POLICY

Changes

1. **4 FAM 831c (formerly d):** This section was updated to indicate that in addition to financial personnel at post and in Washington, DC, RM/GFS Charleston and Bangkok must also provide evacuated post personnel advances and payments for salary, per diem, and allowances after they arrive at the safe haven post.
2. **4 FAM 831d:** This section was updated to indicate that consular personnel, as well as post financial management personnel, must provide for evacuating U.S. citizens and the appropriate host or third-country nationals. Evacuation expenses cannot be paid in cash. A loan, secured by a promissory note, is used to repay Department of State funds.
3. **Change Transmittal** has replaced the term Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's transmittal acronym and numerical series remains in place.
4. Revisions since the last update appear in *italics*. Other than formal titles, the italics will be removed the next time the material is updated. Only current changes will appear in italics, which provide a historical record of changes.
5. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions (Paper Copies)

1. Remove and destroy the text of the old 4 FAM subchapter 830 (issued under TL:FIN-362 dated 09-05-2003; 1 page total) and replace it with the attached revised subchapter CT:FIN-368 dated 12-16-2004 (2 pages total).
2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:FIN-368, and initial.

Distribution Notice

1. The *Foreign Affairs Manual and Handbooks* (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5). A/RPS/MMS/P, Room B934, 202-736-7470, FAX 202-736-7472, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(RM/FPRA/FPMC)